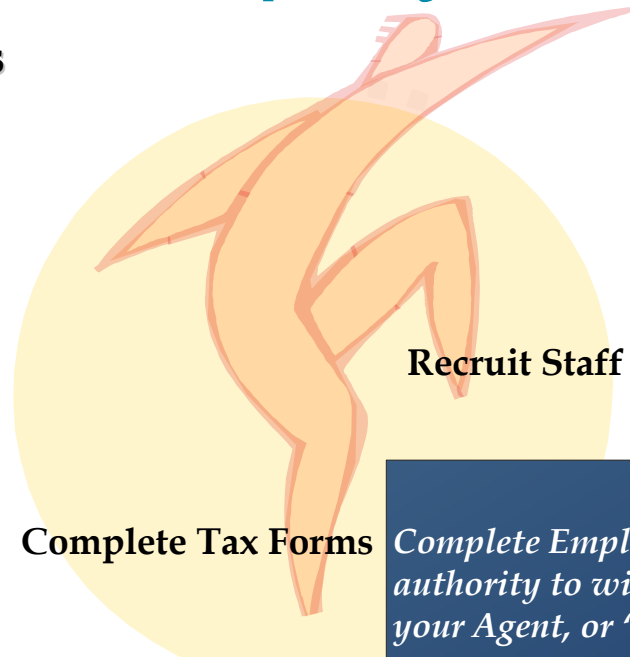


Steps Individuals Take to Become Employers

Ingredients for Success

- Teamwork
- Education
- Communication



Case Manager Meeting

*Clarify Needs and Goals
Develop Service Plan*

Establish Plan *Identify Services, Employers and Costs*

Complete Tax Forms *Complete Employer Tax Forms & Give PPL authority to withhold & submit taxes as your Agent, or "Payroll Department"*

Recruit Staff *Obtain Hiring & Supervision Tips
Submit Limited Criminal History & Employee Tax Forms to PPL*

Manage Staff

Submit Time Worked, PPL does Tax Forms (W2, etc.)

Monitor Spending

Self-Directed: Person Centered Services

